



1. Your employing office will complete and certify this form for you.
2. Review the form carefully. Be sure it contains all of your service.
3. Complete Section E, Employee's Certification, and return it to your employing office.

Section C - Details of Civilian Service Not Subject to Contributory Retirement System for Civilian Federal Employees

Detail below (1) any period of Federal civilian service subject to "FICA" deductions, and (2) any other Federal civilian service not subject to a Federal employee (or D.C. Government) retirement system. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right hand side below. Otherwise, show each change affecting basic salary during the period of service. Show part-time tour of duty if applicable. If part-time service is after April 6, 1986, also provide total number of hours employee worked during that period and show what a full-time tour of duty would be. Service which was not subject to FERS or CSRS deductions is creditable only as specifically allowed by law.

Nature of action (Appt. pro., res., etc.)	Effective date (month, day, year)	Basic salary rate	Salary basis (per annum, per hour, WAE, etc.)	Leave without pay	If basic salary actually earned is available make summary entry below		
					From (month, day, year)	To (month, day year)	Total earned

Section D - Agency Certification

I certify that the information on this form accurately reflects certified information contained on the official personnel and/or payroll records in the custody of this agency and that if retiring, the retiring employee has sufficient service to support title to an immediate annuity.

Signature of Authorized Agency Personnel Official		Agency Name and Address, including ZIP Code, and Telephone Number, including Area Code
Official Title	Date	

Section E - Employee's Certification

<input type="checkbox"/>	The above service is complete.
<input type="checkbox"/>	I have additional service. <i>(If you claim additional service, attach signed statement(s) giving dates, positions, titles and locations of employment, including agency, bureau, and division. Claimed service cannot be credited for retirement until it has been verified, including unverified service listed on an SF 144, Statement of Prior Federal Civilian and Military Service, or similar affidavit.)</i>
Note: If you have performed Federal civilian service subject to social security deductions (FICA) or not subject to retirement deductions, be sure that your agency has correctly completed Section C above.	
Signature	Date